

FINANCE & UTILITY COMMISSION MEETING
Wednesday, October 21, 2020, 6:00 PM

The Committee meeting was called to order at 6:00 p.m. by Mayor Nathan Brown. Those present included: Mayor Nathan Brown, Council Member John Dayton, Committee Members Syree Williams and Tom Smith, and staff members Dave Dunn, Carrie Myers, John Gerstner, Milt Frech, Matt Campbell, and Jeremy Mose.

Commission Members Swearing In – Mayor Brown swore in Commission Members Syree Williams and Tom Smith.

Purchase Order Approval – MicroTech Designs – WTP Scada Upgrade - \$118,072 – Mr. Campbell discussed this necessary upgrade to the WTP Scada system for compatibility with the Yourtee Springs system when that comes on line. The Commission recommended approval to the Council of this item.

PD Radar Speed Signs – Chief Frech discussed the department's desire to purchase additional speed signage for traffic enforcement. The Commission recommended purchasing two additional signs at this time, along with a retrofit solar battery for one of the current signs.

FY2021 HUR Update – Mr. Dunn stated the City originally budgeted \$280,000 in HUR revenue, but the updated amount is \$288,305.32.

Holiday Light Pole Decoration Purchasing – Mayor Brown stated funds would be used for purchasing downtown holiday lights and decorations this year. Since the City did not hold Railroad Days, budgeted funds would be used from that line for these purchases.

FY2021 Employee COLA and Merit Increases – Mr. Dunn discussed the proposal to grant merit and COLA increases to employees at this time. He stated that due to a refund from LGIT for health insurance and the City's Workers Compensation decrease for the budget year, the overall impact to the FY2021 budget would be a credit of \$19,200 to give this increase to employees across all funds. The Commission recommended approval to the Council of a 5% increase effective with the next payroll, and based on the employee reviews completed in October of 2020.

Employee Compensation Study Approval – Mr. Dunn stated that this proposal was sought to analyze the current salary scale and pay rates of all employees by a third party vendor who will compare the City's scale and rates to other various jurisdictions of comparable size and duties. He stated this action had not been done in his tenure with the City. The Commission recommended approval to the Council of the proposed study by Municipal Solutions in the amount of \$20,247.

Water Meter Crocks Contractor – Mr. Gerstner stated Public Works was behind in the meter replacement project due to losing several months to COVID-19. He stated he felt like it would be beneficial to bring in a contractor to complete some of the meter replacements in conjunction with City staff to get us closer to completion of the project.

Mr. Dunn stated the FY2021 budget includes \$200,000 for this project already and about \$400,000 for this project was left unspent in FY2020 because of COVID-19. He stated that money was sent to reserves and a budget amendment could move it to the FY2021 line item for meter replacements. The Commission consented to having a contractor complete a portion of this work.

Infrastructure Projects Planning – Mayor Brown stated he would like to prioritize infrastructure projects to seek funding and plan accordingly now that some of the most pressing projects are underway and funded (811 building, Yourtee Springs, etc.) Mr. Dunn stated the department heads were currently working to update their CIP requests and would bring this discussion back at future meetings. The Commission agreed that two priority projects should be the reservoir and Yourtee Springs water line re-lining.

Council Room A/V Proposal – Mayor Brown stated a proposal was received from Audio Video Group for \$36,904 to replace the equipment in the Council Room. He stated this was necessary to improve both audio and video capabilities while City meetings are closed for in-person attendance. The County agreed to provide CARES Act funding to cover the cost of this project.

Utility Billing Shut Offs – Mayor Brown stated the Governor did not extend the moratorium on utility shut-offs. Currently there were 226 utility accounts in arrears. The Commission wished to be somewhat lenient with when the City begins the cut-off procedures. They suggested sending notice to customers telling them they needed to begin getting their accounts current, with shut-offs beginning to occur after two quarters from the time notices were provided. The Commission also wished to amend the payment plan resolution to allow for extenuating or emergency situations.

The meeting adjourned at 7:20 p.m.